



TO: AGENCY HEADS AND AGENCY PERSONNEL ADMINISTRATORS

DT: March 9, 2007

RE: Item No. 535-Q revised March 9, 2007

This letter is to inform you of revisions made to Item No. 535-Q and to clarify the intent of this item. Simply put, this item authorizes agencies to recruit candidates who do not meet the requirements of an established position to fill the position at a lower level job class. Employees are able to gain the experience and training in the lower job class while performing duties applicable to that class, and may be promoted upon satisfactory completion of the training program or once all job requirements of the higher job class are met as follows:

- For training programs: incumbents must satisfactorily complete the approved training program prior to promotion to the target class in accordance with C.G.S. §5-234. (No additional documentation is required for DAS approval upon appointment to the target job class.)
- For other underfills: incumbents must meet the experience and training requirements of the higher level job class, must have performed satisfactorily in the lower level job class, and must be recommended for promotion by the supervisor/manager prior to promotion to the higher level job class. (Agencies must submit documentation for DAS approval in accordance with General Letter No. 226.)

Be advised we have made significant changes to this item by adding and removing a number of job classes from this listing. You are strongly encouraged to review Item No. 535-Q prior to making any appointments that are not at the established position job class. Specifically, we have revised this item with the following criteria in mind:

- No target job classes that are at the Advanced Working level or higher are to be underfilled
- Most underfills will be allowed only to the next higher job class in the career series
- Leadership Associate will be the only underfill option for professional Confidential positions assigned to the MP Pay Plan

Item No. 535-Q will be updated on a regular basis as requests to fill established position job classes using lower level job classes are approved by the Department of Administrative Services – Statewide Human Resources Management. This item will be made available via the DAS Website; changes will be communicated to agencies via e-mail. Questions concerning this item and requests for additional underfills should be directed to your DAS HR Liaison.

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